

## Requirements to host the WSAVA Congress (2028–2031)

Traditionally, the WSAVA Congress takes place in Q4 (mostly September to November). The congress dates should not coincide with any national bank holidays and/or any other local holidays. International holidays play a very important role and should also be taken into consideration.

It is important that the bidding association conducts in-depth research on any potential competing / related / kindred events potentially to be taking place in the hosting region and be pro-active and transparent around which year would fit best for a WSAVA Congress.

At this stage, the bidding association is not required to submit the detailed information listed below. Instead, these criteria are provided to help you understand the requirements that the congress destination and host city eventually need to fulfill when hosting a WSAVA World Congress (2028–2031). The Professional Congress Organizer (PCO) will request this information from the selected destination and city at the appropriate time.

### 1. Accessibility:

- Proximity to major transportation hubs (airports, train stations, public transport) in kilometers. Please specify.
- Availability of multiple direct flights from key international locations.
- Public transportation options within the suggested city.
- Free or discounted public transport for our delegates will be a plus.

### 2. Visa Requirements:

- Visa policies for attendees from different countries
- Ease of obtaining visas for attendees from all [WSAVA Member Association Regions](#)
- Any existing priority visa arrangements (special codes or policies) within your country and government encouraging international delegates like WSAVA's to visit the country.

### 3. Safety and Security:

- Crime rates and overall safety
- Political stability and any potential security concerns
- Any safety & security official government ratings would be a plus

### 4. Climate, Weather, Seasonality:

- Climate conditions in the hosting destination in the suggested month (seasonality, temperature, precipitation).
- Suitability of weather for outdoor activities or sightseeing.
- National Holidays and / or customs to take place in between September and November.

### 5. Venue Options:

- Availability of event venues fitting the congress requirements (see details in section 6)
- Capacity, facilities, and suitability of venue(s) for the event needs.

- Comments about the venue (e.g., recently renovated / expanded venue, number of buildings, square meters capacities, air conditioning, amount of levels / general flow etc)
- Any previous experience with a WSAVA congress and / or any other major international veterinary congress would be a plus.

## 6. Venue Capacities

The congress venue needs to accommodate 4,000 to 5,000 delegates with a minimum of 10 parallel session halls, an exhibition hall of about 10,000 sqm and 5 meeting rooms (15-30 delegates each in boardroom style). For further details, please see the appendix on the last page of this document.

## 7. Accommodation:

- Accommodation options within a suggested congress venue / city: 3, 4 or 5 star accommodation within walking distance – at least 2.000 rooms in these categories available within walking distance
- Affordability, rating and availability of accommodation for attendees.
- Plenty of international chain hotels represented within the venue / city such as (at least three of the following): Hilton, Hyatt, Marriott, Accor, InterContinental, etc

## 8. Cost Considerations:

- Overall cost of hosting the event in, but also travelling to, the destination (venue rental, accommodation, transportation, average tourist spent etc).
- Currency exchange rates and affordability for attendees from different regions.
- Average spent per tourist (usually available in national reports);
- Any VAT benefits which you are aware of.

## 9. Local Partnerships/Funding:

- Availability and commitment of your local partners (your existing sponsors, exhibitors, delegates).
- Support from local authorities or tourism boards for hosting events (e.g., promotional materials, opening of city representatives, financial support, visa support, site inspection support, public transport, reception in the city hall, etc) – we are glad to investigate this aspect further but please share in case you are aware of such opportunities already.

## 10. Legal and Regulatory Compliance:

- Compliance with local laws and specific to your country regulations related to events and gatherings.
- Any special permits and / or licenses required for hosting events.

## 11. Healthcare and Medical Facilities:

- What is the quality of healthcare services and medical facilities in the destination? Any official governmental statements would be well appreciated.
- Are there any recommended vaccinations or health precautions for travelers to the area?



## 12. Sustainability and Environmental Impact:

- Commitment to sustainability practices and green initiatives.
- Availability of eco-friendly transportation options and waste management facilities.
- Sustainability initiatives, qualifications, awards, local partners, community work

## 13. Diversity and Inclusion:

- How diverse is the local population, and does it reflect the diversity of our global community?
- Are there any cultural or religious considerations we need to accommodate or take into consideration for attendees from different backgrounds.

## 14. Attractions and Activities:

- Availability of tourist attractions and leisure activities pre /during / after WSAVA
- Opportunities for networking and socializing outside of the event.

## Latest Scientific Programme at a Glance

For reference, please find [HERE](#) the Programme at a Glance from the last congress (WSAVA 2025 in Rio, Brazil). The program typically includes a minimum of 10 parallel sessions.

## Your responsibilities as a hosting Member Association

WSAVA and the hosting Member Association will sign a Memorandum of Understanding (MOU) which outlines the roles and responsibilities of each party.

The Host Member Association shall appoint up to THREE volunteers to the WSAVA Congress Advisory Group (CAG – Congress Advisory Group) and of the THREE members appointed by the Host Member Association, one will act as Chair or ‘Lead Advisor’ to WSAVA and the PCO. The Chair or Lead Advisor must be fluent in spoken and written English.

The CAG will consist of FIVE members. The TWO not appointed by the the Host Member Association will be appointed from other WSAVA Member Associations from the Host Region. Appointment will be via an open call. WSAVA will make recommendations to the Host Member Association on which nominations are preferred. The Host Member Association will make the final selection.

## Collectively, the CAG has the following responsibilities:

1. Provide the PCO with **advice and guidance** on the traditional format of congresses within the region. This can include details on the food and beverage expectations, delegate fees, and start / end times of the programme.
2. Provide the PCO with introductions to local and regional veterinary organizations who may wish to exhibit and / or sponsor the WSAVA Congress. The PCO will manage all negotiations with the potential sponsor / exhibitor. Where a sponsor / exhibitor does not speak English then the CAG will support the PCO with their negotiations.

3. Raising awareness of the WSAVA Congress within the region, whether through attendance at regional congresses, agreements with local veterinary media and publications, and cascading of promotional information through local social media channels.
4. Providing **advice and guidance** to the WSAVA Education Committee on the education needs of the local veterinary community so that a scientific programme can be produced that is relevant, impactful, and attractive to delegates.
5. **Assisting** the WSAVA and PCO with communication and logistics with local congress and social events suppliers. This can include recommendations for and introductions to venues for congress social events, congress party, entertainment for events such as the opening / closing ceremonies and congress party, etcetera. The PCO will be responsible for contracting with such suppliers.
6. Providing the WSAVA Education Committee with a list of recommended moderators for all lecture streams.

In addition to the above, the Host Member Association shall be responsible for the following:

- Designing and sourcing speakers for up to THREE streams to be held over THREE DAYS during the WSAVA Congress (THREE STREAMS EACH DAY). The actual number of streams each day will depend on the region. The travel and accommodation costs for speakers in the Host Member Association streams are the responsibility of the Host Member Association. Speakers in the Host Member Association streams who deliver three or more lectures will have their travel and accommodation paid for by WSAVA. The Host Member Association /CAG will provide the WSAVA Education Committee with their proposed lectures and speakers to ensure consistency with the overall programme.
- Ensuring WSAVA Congress is promoted extensively across the local companion animal veterinary community to maximise domestic attendance.

### Funding to your Association

1. Regional marketing expenses that have been approved by the WSAVA prior to them being incurred. A budget of up to \$25,000 USD is available for regional marketing activity. Any travel required as part of regional marketing activity will be booked through the WSAVA travel agent. The regional marketing budget should make use of digital marketing channels such as social media paid advertising.
2. \$50,000 USD reward (the Reward). The Reward will only be payable under the following terms:
  - a. The Congress generates a minimum profit level.
  - b. The Host Member Association and the CAG have satisfactorily completed all responsibilities outlined in the MOU and can demonstrate their activities in a post-Congress report.

- c. The Host Member Association and the CAG adhere to all understandings outlined in the MOU.
- d. Domestic attendance (Host Member Country) at the WSAVA Congress must be in line with The Host Member Association's own annual Congress attendance.

The reward will be payable within ninety (90) days of the conclusion of the World Congress.

- 3. The cost of travel and accommodation to/from WSAVA Congress for each of the CAG members. All travel, unless by road, is to be booked through WSAVA's own travel agent. Accommodation will be booked directly by WSAVA.
- 4. In the event of a financially successful WSAVA Congress and only if WSAVA receives a profit share of at least \$450,000.00 USD from the total congress profit, WSAVA will consider an additional financial reward (Additional Reward) for the Host Member Association. The additional reward will be at the sole discretion of the WSAVA Executive Board. The combined sum of the Reward, and any Additional Reward will be no more than TEN PERCENT (10%) of the TOTAL profit generated by the congress.

### Next steps

1. The WSAVA will assess the expressions of interest and will draw up a short list, based on all 14 criteria previously listed.
  - o The top 3 criteria being
    1. The financial and logistical suitability of the suggested / available congress venue (criteria 5 and 6);
    2. The availability of a priority WSAVA visa procedure in the country (criteria 2);
    3. The potential of the local partnerships and funding (criteria 9);
2. The short-listed candidates will be informed and invited to an online meeting to present the expression of interest to representatives of WSAVA. Further information on the format of the presentation will be given to the qualified candidates in due time.
3. The WSAVA will research in depth only the top matching destinations and compose a comparison of options to present to the WSAVA Executive Board.
4. WSAVA Executive Board will do their utmost to appoint the selected members association and the selected city for each of the open congress editions: 2028, 2029, 2030 and 2031 by the end of Q1 2026. The WSAVA Executive board reserves its right to take a longer time where venues and / or related stakeholders would not be able to respond to the required information within a reasonable timeframe, outside of WSAVA's control.

## Appendix

**Venue Capacities** - Please find below the minimum room requirements for the suggested venue to host the Congress:

Venue Requirements	Set Up	Set up Day 1	Set up Day 2	Event Day 1	Event Day 2	Event Day 3	Dismantle
<b>SESSION ROOMS</b>							
Assembly Meeting	100 pax cabaret style		X				
Plenary & 1 <sup>st</sup> Parallel Hall (WSAVA stream)	2,500 – 3,000 pax theatre style	X	X	X	X	X	X
2 <sup>nd</sup> Parallel Hall (WSAVA stream)	500 theatre style		X	X	X	X	
3 <sup>rd</sup> Parallel Hall (WSAVA stream)	500 pax theatre style		X	X	X	X	
4 <sup>th</sup> Parallel Hall (WSAVA stream)	400 pax theatre style		X	X	X	X	
5 <sup>th</sup> Parallel Hall (WSAVA stream)	400 pax theatre style		X	X	X	X	
6 <sup>th</sup> Parallel Hall (WSAVA stream)	300 pax theatre style		X	X	X	X	
7 <sup>th</sup> Parallel Hall (WSAVA stream)	300 pax theatre style		X	X	X	X	
8 <sup>th</sup> Parallel Hall (Local Host stream)	400 pax theatre style		X	X	X	X	
9 <sup>th</sup> Parallel Hall (Local Host stream)	300 pax theatre style		X	X	X	X	
10 <sup>th</sup> Parallel Hall (Local Host stream)	200 pax theatre style		X	X	X	X	
11 <sup>th</sup> Parallel Hall (Sponsored)	200 pax theatre style		X	X	X	X	
<b>OFFICES AND MEETING ROOMS</b>							
Speaker Ready Room	100 sqm		X	X	X	X	
WSAVA Office	100 sqm	X	X	X	X	X	X
Local Host Office	100 sqm	X	X	X	X	X	X
MCI Office	70 sqm	X	X	X	X	X	X
Workshops Room	230 sqm		X	X	X	X	
Small Meeting Room 1	10 pax boardroom		X	X	X	X	
Small Meeting Room 2	10 pax boardroom		X	X	X	X	
Small Meeting Room 3	15 pax boardroom		X	X	X	X	
Small Meeting Room 4	20 pax boardroom		X	X	X	X	
Small Meeting Room 5	25 pax boardroom		X	X	X	X	
First Aid	n/a			X	X	X	
Nursing Room	n/a			X	X	X	
Prayer Room	n/a			X	X	X	
<b>ADDITIONAL SPACE AND HALLS</b>							
<b>Exhibition Hall</b>							
- 130 Exhibition Stands							
- E-Poster Area							
- Product Theatre							
- Catering (Coffee Breaks, Welcome Reception, Cash Bars, Lunch?)	10,000 sqm gross	X	X	X	X	X	X
<b>Registration Area</b>							
Close to main entrance/ high traffic area	3,000 sqm gross						
- Registration kiosks: self printing stations	Prominently visible at entrance, logical routing to session rooms/ exhibition	X	X	X	X	X	X
- Registration desks: VIP, exhibitors, faculty, etc							
- Congress bag desk pick up							